

MEETING OF THE
ROBBINS LIBRARY BOARD OF TRUSTEES
TUESDAY, APRIL 14, 2015
MINUTES

Call to Order

Heather Calvin, Chair, called the meeting to order at 7:15. Also attending were trustees Kathy Fennelly, Adam Delmolino, Barbara Muldoon, and Joyce Radochia, and interim library director, Andrea Nicolay. Trustee Diane Gordon was absent. Hilary Rappaport and Paul Benoit, president and treasurer of the Friends of Fox Library, respectively, also attended.

Approval of Minutes

Ms. Fennelly moved approval of the March meeting minutes, Mr. Murphy seconded the motion, and the board unanimously approved.

Communications

Ann Honeycutt, leader of the Robbins Library Book Discussion Group, sent a thank you letter for the brass bookmark given to her on the occasion of her leaving the library to move to Arkansas.

Community Time

Ms. Calvin offered Friends of Fox representatives, Ms. Rappaport and Mr. Benoit, an opportunity to speak during Community Time and they declined.

Interim Director's Report

Ms. Nicolay reviewed the Interim Library Director report for late March and early April with the board. She said that the head of circulation, Barbara Fulchino, created a schedule for tagging materials for the RFID project.

Ms. Nicolay said that the first event in what is expected to be a quarterly author series, the Arlington Author Salon was a success. The venue, Kickstand Café, was packed with approximately eighty attendees. She enjoyed her role as emcee and co-host. Taking the library out of its space into the community is one of the library's goals and serves a dual function of providing programs and services outside the walls of building and raising awareness in the community.

Seven staff members are interested in attending the MLA conference scheduled for early May. One staff person will be presenting a talk on keeping children safe in the library.

Director Hiring Process Update

Ms. Calvin has spoken with the town manager, Adam Chapdelaine. Some new developments and new idea on how to proceed have arisen. He has not yet met with employee union representatives, but will be doing so the day after this meeting.

After meeting with the union representatives, Mr. Chapdelaine will send an update to the trustees.

Trust Funds Expense Report

The board reviewed and discussed the trust fund budgets. Mr. Murphy, trust fund liaison, reported that spending for the fiscal year is still behind.

Ms. Muldoon, liaison for the Russell Fund, noted that some allocations have not been spent while other have been almost all spent. Ms. Muldoon has some questions about the budget which Mora Rothenberg, the Russell Fund coordinator, will be able to answer.

Russell Fund Expense Report and Summer 2015 Funding

The board reviewed the Russell Fund expense report and the Summer 2015 Budget proposal. Ms. Muldoon reported that the Russell Fund is currently up over one million. We set a \$44,000 cap (4%) for spending.

The total budget proposal for summer 2015 is \$7,802. Ms. Muldoon moved approval of \$7,802 to fulfill that request for summer spending. Ms. Fennelly seconded the motion and the board unanimously approved the motion.

Timeline for FY16 Trust/Russell Fund Allocations

No discussion; timeline is not changing from past practice.

Summer Saturday Hours

Ms. Nicolay created a document showing projected summer Saturday staff costs (FY16) that she hoped the board would approve as she wants to get going on scheduling for summer, assuming, of course, that Town Meeting approves the library budget. She based the projected costs on the approved rate of time and a half with two librarians on the desk. She proposed that the library be open for three hours on summer Saturday mornings. Ms. Nicolay said that morning hours are better for staff; fewer would be interested in working if it were afternoon hours. Based on general Saturday patterns, traffic would likely be heavier in the mornings in the children's room. The board discussed this plan, including the question as to whether mornings or afternoons would better serve the public.

Ms. Fennelly moved that the library be open from 9 – 12 for the eight summer Saturdays. (July 11th through August 29th) Mr. Delmolino seconded the motion and the board unanimously approved the motion.

Cooperative Network/Memo of Understanding

Ms. Nicolay received feedback for the Cooperative Network chart, which describes the roles and responsibilities of the Board of Trustees, Friends of Fox Library, Friends of Robbins Library, and the Arlington Libraries Foundation from both Friends' groups and from the Foundation. The board will not finalize document at this meeting as that is too large a goal for one meeting. Since this is a legal

document, after crafting a final version Ms. Nicolay will take it to Town Counsel for approval.

The board discussed at length the content and organization of both documents. Friends of Fox representatives, Ms. Rappaport and Mr. Benoit, also expressed their opinions about various aspects of the documents.

Some of the discussion points included the following:

- Why do we need it? Ms. Nicolay noted that Robbins is a “world class library” with two strong Friends groups and a strong Foundation.
- This is not a restrictive document.
- Friends asked if we should include mission statement in the opening paragraph.
- The Memo of Understanding comes from library administration, not from the trustees.
- Development of the Strategic Plan – a review of the process noted that all of the groups were invited to participate and provide input
- Section 6 of the Memo is controversial as its provision that the Friends and the Foundation agree that any and all monies raised will be spent exclusively for library, programs, services, and other needs was too restrictive. Ms. Rappaport noted that their legal obligation as a 501 c3 organization already mandates this. Mr. Murphy asked several questions related to this section.
 - Ms. Nicolay will remove #6 and place the mission statement in the first paragraph. Ms. Calvin did not want to lose “needs as defined by the Administration” so Ms. Nicolay will keep that in the memo in another location. Mr. Delmolino proposed that “other Library needs as defined by the library” be added to Section 3.
- Coordination of fundraising activities, including a calendar, has long been a wish of the board.
- Coordination would take place at Foundation meetings, in conjunction with the Friends groups.
- Mr. Murphy, who in addition to his role as Robbins Library trustee, is also a member of the Massachusetts Board of Library Commissioners reminded the group that the strategic planning process is state-mandated.

Town Meeting Strategy

Ms. Nicolay will create a flyer for distribution on town meeting seats. It will include mention of summer Saturday hours.

Staff Development Day

Ms. Nicolay asked if the trustees would be willing to support the closing of the library for one day for training purposes. Towns close to Arlington that do this include Brookline and Cambridge. Trustees asked which day has the lowest usage. Ms. Nicolay will ask the town manager if he would be willing to approve this and will bring the issue back to the board at its May meeting.

Foundation Update

Ms. Nicolay attended the recent meeting of the Foundation; Ms. Fennelly, board liaison to the Foundation, was unable to attend. Members spoke about stewardship various levels of gifts, and stationery. Julie Dunn is now the treasurer of the Foundation.

Friends Update

Ms. Rappaport said that Fox library users and donors are frustrated about the inability to hold events at Fox as evening hours are limited. A few years ago Wednesday hours were changed from 1 – 9 to 12 – 8. The Friends of Fox have suggested changing the time on Wednesday back to 1 – 9, thereby allowing more time for evening events. Mr. Benoit said that the Friends of Fox could fund Saturdays year-round. This, he believes, could take some pressure off Robbins, benefit the entire system and allow for additional fundraising if The Little Fox were open on Saturdays.

Ms. Fennelly reminded Ms. Rappaport that the library is in a holding pattern due to the lack of a permanent director.

Ms. Nicolay reported on the Friends of Robbins children's book sale, the concert in memory of John Gearin that featured the Ottoson Middle School Select Chorus and the Arlington High School Madrigals, and the arrival of the bees.

Unanticipated Items

No additional items were brought up.

Date of Next Meeting

The next meeting is scheduled for May 12.

Adjournment

Ms. Fennelly moved adjournment at 9:38 p.m. Mr. Delmolino seconded the motion and the board unanimously approved the motion.

Respectfully submitted,
Joyce Radochia
Recording Secretary Pro Tem.

Materials Distributed

- Meeting agenda
- March 2015 meeting minutes
- Late March/Early April 2015 Director's Report
- FY15 Trust Funds Budget
- FY15 Russell Fund Budget
- Summer 2015 Russell Fund Budget Proposal
- Projected Summer Saturday Staff Costs
- Staff Development Day survey responses